



DISTRICT DEPARTMENT OF TRANSPORTATION
URBAN FORESTRY ADMINISTRATION

Permit Request Form

Residents who wish to work on a street tree, or plant a new street tree, must first obtain a permit from the Urban Forestry Administration (UFA). "Street trees" are trees located between the curb and sidewalk. Permits are required for many reasons, for example:

- Planting inappropriate tree species may create an impediment to pedestrian and vehicular traffic.
- Inappropriate pruning done by a non-certified* individual may damage or destroy a tree.
- Removing street and other publicly-owned trees without a permit is illegal.

To obtain a permit, print out this form, fill it in, and send it to:

DDOT / Urban Forestry Administration
4901 Shepherd Parkway, SW
Washington, DC 20032
Attn: Permit Request

When we receive your request, a UFA inspector will conduct a site visit to verify the location of tree and that the work proposed is appropriate for the situation. Requests are processed within six weeks from date of receipt. If the request is for removal of a dead or unsound tree, your request will be expedited.

Name: _____

Full address: _____

Phone number: _____ E-mail: _____

Address/location of tree (provide a diagram on the reverse side of this form): _____

Tree type (if known): _____

Work proposed (circle): Prune Remove Spray Plant (note proposed tree type & size) _____

_____ Other(describe) _____

Name & address of tree company that will conduct the work. *Note: all contracted pruning and removal work must be done by an ISA Certified Arborist:

Phone number of tree company including area code: _____

Signature: _____ Date: _____